



City of San Bruno Parks and Recreation Commission

2017-18 Annual Report

**Parks
Make
Life
Better!**^{*1}

Commission Members

Mike Palmer-Chairperson

Kris Gonzales-Vice Chairperson

Lorry Greenberg

Jessica Martinucci

Alex Melendrez

David Nigel

Lucy Zamattia

Michael Zastrow



Purpose of the Commission

The Commission is responsible for making recommendations to the City Council regarding community recreation needs:

- ❖ Recreational activities;
- ❖ Classes and programs;
- ❖ Use of recreational facilities and equipment; and,
- ❖ Operation, supervision and maintenance of playgrounds, athletic fields, swimming pool, indoor recreation facilities, auditoriums and facilities designated for recreational use (except for the San Bruno Senior Center).

2017-2018 Accomplishments

- ❖ Ribbon Cutting for the Earl-Glenview Park
- ❖ Supported community engagement and master plan design process of the new Recreation and Aquatics Center
- ❖ Updated the Parks and Recreation Commission Parks Visits Program
- ❖ Completed pathway improvements within available funding at Commodore Park and Grundy Park
- ❖ Completed City Park Restroom Replacement Project
- ❖ Implemented City Council policy changes to rules regulating dogs in parks
- ❖ Revised and updated the Commissioner Handbook
- ❖ Presented Annual Community Recognition Award

Ribbon Cutting for The Earl-Glenview Park

The Earl-Glenview Park ribbon cutting occurred on October 27, 2018.



Supported Community Engagement And Master Plan Design Process Of The New Recreation And Aquatics Center

Held two community meetings to solicit input on the design of a new Recreation and Aquatics Center.

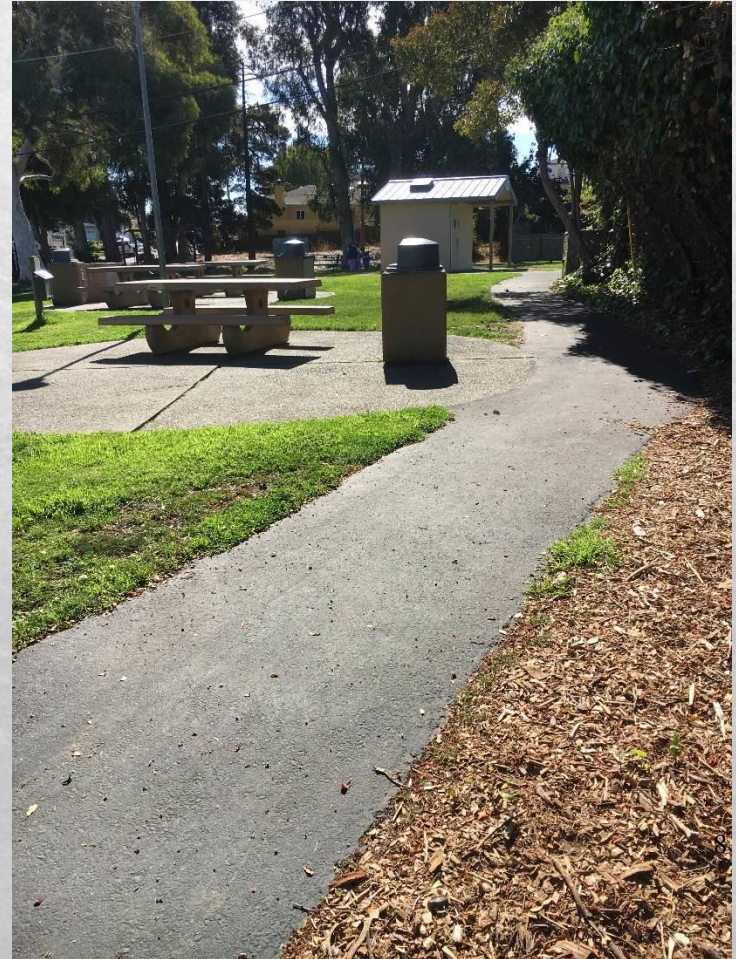


Redeveloped the Commission's Parks Visit form and process.

Revised 9/19/1

Completed Pathway Improvements Commodore Park And Grundy Park

Completed resurfacing of pathways in Commodore Park and Grundy Parks.



Completed City Park Restroom Replacement Project

- ❖ Restrooms in Lower City Park completed and reopened in May.
- ❖ Restrooms in Upper City Park completed and reopened in July.



Implement City Council Policy Changes To Rules Regulating Dogs In Parks

- ❖ Updated signs in city parks to reflect the new “dogs in parks” rules and regulations.
- ❖ Installed pet waste stations in entrances to parks.



Revised and Updated the Commissioner Handbook

San Bruno Parks and Recreation Commission Handbook



- Purpose
- Responsibilities
- Meeting Guidelines

Adopted February 15, 2011

Revised March 18, 2011
Revised April 20, 2016
Revised May 16, 2018

ADDENDUM #1

ANNUAL COMMISSION CALENDAR

Meetings

The Parks and Recreation Commission's regularly scheduled meetings are held at City Hall, 567 El Camino Real, beginning at 6:30 p.m. on the third Wednesday of each month. Exceptions to this schedule are:

- The April meeting is held at the Senior Center, 1555 Crystal Springs Road and begins at 7:00pm. This meeting is televised via San Bruno Cable Television's Channel 1
- Due to conflicts with the holidays, the Commission meetings in November and December are combined into a single meeting held the first Wednesday of December
- The Commission may vote to change other meeting dates

Following is the 2018 meeting schedule:

- Wed, January 17
- Wed, February 21
- Wed, March 21
- Wed, April 18 (Televised Meeting - Senior Center @ 7:00 p.m.)
- Wed, May 16
- Wed, June 20
- NO Mtg. July 18 (To be cancelled by Commission vote)
- Wed, August 15
- Wed, September 19
- Wed, October 17
- Wed, December 5 (November/December Meetings are combined)

Regularly Scheduled Commission Items

- January Spring/Summer Field User Meeting
- February Review of Commission Handbook
- April Televised Meeting – Highlights of Parks and Recreation Programs
- Presentation of Commission Community Volunteer Award
- May Review Master Fee Schedule
- Election of Commission Officers
- June Gym Scheduling Meeting
- August Develop Commission Goals for Upcoming 12 months
- September Fall Field User Meeting
- Draft Annual Report to City Council
- October Highlights of Parks and Recreation Programs
- November Commission Chair to present annual oral report to City Council
- December Annual Tree Lighting Ceremony

Annual Community Recognition Award

- ❖ Nominations accepted each year in February.
- ❖ Commission recognized community member Carolyn Livengood for her service to the community.



Goals for 2018-19

- ❖ Solicit design ideas for Commodore Dog Park enhancements
- ❖ Continue to support community engagement of the master plan design process of the new Recreation and Aquatics Center
- ❖ Finalize the Construction Design for Florida Avenue Park